

U.S. Government Printing Office (GPO)
Southampton Office Park
Suite A-190
928 Jaymore Road
Southampton, Pennsylvania 18966

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

MISCELLANEOUS FOUR-COLOR PROCESS PUBLICATIONS

as requisitioned from the U.S. Government Printing Office (GPO) by the

Document Automation & Production Service

Single Award

CONTRACT TERM: The term of this contract is for 1 year (base year), beginning July 1, 2003 and ending June 30, 2004 plus up to one optional 12-month extension period that may be added in accordance with the "Option to Extend the Contract Term" clause in the contract,

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalence. At a future date metric measurements will be used exclusively in all specifications.

See Attached "REGULATIONS GOVERNING PROCUREMENT"

For information of a technical nature call Cheryl Hall (215)-364-6465 (no collect calls) or direct e-mail to chall@gpo.gov.

BID OPENING: June 26, 2003.

Bids shall be publicly opened at 2 p.m., prevailing Philadelphia, PA time.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

| <u>Attribute</u> | <u>Specified Standard</u> |
|----------------------------------------------------|-----------------------------------------------------------------------------------|
| P-7. Type Quality and Uniformity | Camera copy, Government furnished material, O.K. Proofs. |
| P-8. Halftone Match (Single and Double Impression) | Camera copy, Government furnished material, O.K. Proofs. |
| P-9. Solid and Screen Tint Color Match | Government furnished sample, color swatch, Pantone Matching System color, Proofs. |
| P-10. Process Color Match | Camera copy, Government furnished sample, O.K. Proof |

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed two years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from July 1, 2003 through June 30, 2004 (June 30, 2005 if option year is taken). All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the Document Automation & Production Service, Mechanicsburg, PA, immediately after award.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any. Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of brochures, self and separate cover publications printing four-color process and additional flat colors requiring such operations as color separation, electronic prepress, film making, printing, proofing, binding, mail preparation, packing and mailing and/or delivery.

TITLE: MISCELLANEOUS FOUR-COLOR PROCESS PUBLICATIONS.

FREQUENCY OF ORDERS: Books and Pamphlets: Approximately 10 orders per year. Brochures: Approximately 30 orders per years.

QUANTITY: Books and Pamphlets: Approximately 200 to 5,000 copies, with an average of 2,200 copies per order. An occasional order may exceed 5,000 copies. Brochures: Approximately 500 to 10,000 copies, with an average of 1,400 copies per order.

NUMBER OF PAGES: Books and Pamphlets: Approximately 8 to 100 text pages per order with an average of 52 text pages per order. An occasional order may exceed 100 text pages. Separate wrap-around covers will be required on approximately 10 orders. Brochures: Print face and back and fold as per specifications.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

BOOKS AND PAMPHLETS:

Format "A" will include any trim size up to and including 152 x 241 mm (6 x 9-1/2") (including album style). Approximately 8 orders per year.

Format "B" will include any trim size over 152 x 241 mm (6 x 9-1/2") up to and including 216 x 279 mm (8-1/2 x 11") (including album style). Approximately 2 orders per year.

BROCHURES:

Format "A" will include trim size of 216 x 279 mm (8-1/2 x 11").

Format "B" will include trim size of 216 x 356 mm (8-1/2 x 14").

Format "C" will include trim sizes up to 864 x 279 mm (34 x 11").

GOVERNMENT TO FURNISH: Camera ready copy, mechanicals, 35 mm slides, transparencies, line art, photographs (reflective art), pre-screened photo prints, negatives, graphic(s) files, compact discs, and/or 3.5" low/high density diskettes containing information (text and mailing).

ELECTRONIC MEDIA: Text and Mailing Labels

Platform: Macintosh operating system, DOS, Version 6.22, WINDOWS, Version 3.11, and/or Windows NT, Windows 98 or Windows 2000.

Storage Media: Compact Discs and/or ZIP Disks.

Software: ADOBE PageMaker, Version 6.5, In-Design, Version 2.0, Corel Ventura 7.0. Graphics in Microsoft Powerpoint, Version 7.0 w/ Office 97/2000, CorelDraw, Version 5.0/TIFF/EPS, Adobe Illustrator and Adobe Photoshop. Files supplied in Program Format.

Fonts: True Type or any Adobe Type 1. All printer fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Fonts: Mailing labels – Courier. Contractor will be required to print approximately 50 to 1,000 labels (average 450) on 102 x 33 mm (4 x 1.33") 2-up (Avery, Dennison or Equal) label stock with 14 labels per sheet and apply to envelopes.

A visual will be furnished for exact location of all pieces of illustration art indicating crops, mortise, silhouette and vignette.

One reproduction proof, Form 905 (R.3.90) with labeling and marking specifications (see Attachment No. 1).

A supply of Blue Label and Selection Certificates for shipping Departmental Random Copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, film or electronic media, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS/FILMS: Films required on all orders unless the contractor opts to utilize an imaging device.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

All films are required to be output at a minimum of 1270 dpi.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Digital Deliverables: Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

Approximately 4 to 50 (average of 15) halftone illustrations will be required for each publication. All halftones are to be 175-line screen or finer. Illustrations may knock out of backgrounds of white and/or Pantone colors created from process inks. Illustrations may butt or trap to one another.

The contractor shall crop, square finish, silhouette, highlight, vignette, or otherwise process and combine copy as necessary to provide offset films which will produce reproduction that match the contrast and hue of the furnished art and faithfully reproduce all line copy. Various graduation and magnification of tones are required.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting, or any other hand or camera work.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum 6 mm (1/4") working margin on all (4) sides of the image.

Films are to be returned to the Document Automation & Production Service after delivery of the finished product, except those ordered held for reuse in subsequent orders.

PROOFS: Contractor must submit one complete set of Cromalin proofs (or similar) and three complete sets of Dylux proofs (or similar) with a near black image. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

NOTE: In all cases, the copy obtained from the diskette shall be a "mirror-image" of the dummy copy submitted. Special attention to halftone flop is required.

All proofs must be collated in sets, numbered sequentially, and have a one inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13 mm (1/2") from the type area. The contractor's firm name must not appear on any proofs.

The contractor will be required to deliver proofs for most orders to Document Automation & Production Service, Building 410, Bay J-13, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0788, P.O.C. Printing Specialist, telephone number (717) 605-4407. On occasion, a representative of the Government may visit the contractor's location to review the proofs on-site or to pick-up the proofs for return to Government representative for review.

The Agency must send one set of marked-up proofs to the U. S. Government Printing Office, Compliance Section, 928 Jaymore Road, Southampton, PA 18966, Attention: Compliance Officer, and one set to the contractor.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Proofs will be reviewed and authorization to print will be given within two working days of receipt of proofs. The contractor must not proceed without verbal and/or written receipt of an "OK TO PRINT."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

The color of the stock/paper furnished by the contractor must be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the JCP and/or attached color sample(s). All cover paper must have the grain parallel to the spine.

TEXT:

White Offset Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

White No. 1 Coated Text, Gloss-Finish, grammage 105 or 120 g/m² (basis weight: 70 or 80 lbs per 500 sheets, 25 x 38"), equal to JCP Code A181.

RESPONSE CARD:

White U.S. Postal Card, grammage 195 g/m² (basis weight: 89 lbs per 500 sheets, 22-1/2 x 28-1/2"), equal to JCP Code Q60 or White and Colored Index, grammage 200 g/m² (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

COVER:

White No. 1 Coated Cover, Gloss-Finish, grammage 215 or 270 g/m² (basis weight: 80 or 100 lbs per 500 sheets, 20 x 26"), equal to JCP Code L11.

White Vellum-Finish Cover, grammage 175 or 215 g/m² (basis weight: 65, or 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality process printing on high speed heat-set presses is excepted when show drying time significantly increases production costs

PRINTING: Print head to head in four-color process, exact register. Process inks will be used to create additional flat colors and screened or tinted backgrounds. Some publications will require printing text pages in black or one ink color. Reverse printing, knockouts, screens, and bleeds on one or more sides will be required. The center pages or facing pages print across the bind. Aligning text and/or illustrations will be required. Response cards print face and back in black and may bleed on all sides. Brochures print head to head in four-color process and bleed all sides.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

Coating: All cover pages and four color process illustrations will require coating with a smooth, clear, non-yellowing, gloss varnish or a UV protective clear coating.

MARGINS: Margins will be as indicated on the print order or furnished copy. Most orders will require bleeds on from one to four sides. Contractor will be responsible for proper placement of elements to ensure processing by the U.S. Postal Service. **NOTE:** When the Government furnished camera copy or films for the mailing panel, it will be the responsibility of the contractor to ensure that it meets U.S. Postal Service requirements.

BINDING:

Saddle-Stitched Products: Fold, inset, saddle-wire stitch in two places and trim three sides. Covers (when required) wraparound and stitch on. Trim flush. Cover folds must be scored with no cracks or tears. Some copies on a few orders are folded again for mailing.

Gate fold: Gate folds may be required usually on the center page signatures or other positions within a publications but with signature alignment. Using an 216 x 279 mm (8-1/2 x 11") publication for an EXAMPLE; the overall size of a signature will be approximately 864 x 279 mm (34 x 11") folding to 216 x 279 mm (8-1/2 x 11"). Pages that fold in must align and be trimmed so that they do not crease or bulge when folded. One or two orders will require scoring on the fold to provide a clean straight fold, free from wrinkles when the stock is creased.

Response Cards: Mail in response cards will be required on one or two orders. Response cards will be loosely inserted between the cover and the text pages positioned between the upper and lower staples in saddle stitched publications. Trim size will be approximately 216 x 89 mm (8-1/2 x 3-1/2"). Vertical perforation on the bind fold, approximately 76 mm (3") from edge, along the 89 mm (3-1/2") dimension. Print face and back on the 140 x 89 mm (5-1/2 x 3-1/2") portion of the card.

Brochures: Format A - Flat size sheet 216 x 279 mm (8-1/2 x 11") fold to 216 x 92 mm (8-1/2 x 3-2/3"). Form at B - Flat size sheet 216 x 356 mm (8-1/2 x 14") fold to 216 x 89 mm (8-1/2 x 3-1/2"). Format C - Flat size sheet from 775 x 279 mm (30-1/2 x 11") with vertical perforation 127 mm (5") from right, up to 864 x 279 mm (34 x 11") gate fold to 216 x 279 mm (8-1/2 x 11").

Perforating: An occasional order may require individual leaves to be perforated (slit or slot) off the fold. Perforations may be ordered horizontal and/or vertical, as specified on the print order.

Scoring: A few orders will require scoring on the folds of the response cards or gate folds to provide clean straight folds, free from wrinkles when the stock is creased.

Additional Folding: Occasionally, pamphlets of 4 to 16 pages will require folding to one-half or one-third the specified trim size.

Wafer Sealing: When indicated on the individual print order, wafer seal each unit centered in the long dimension. Stitching or stapling is not an acceptable method of sealing and any publications processed in that manner will be rejected.

NOTE: The contractor must ensure that the products sealed meet the requirements established by the U.S. Postal Service.

Shrink Film Wrapping: All orders not placed into envelopes and/or additionally folded and wafer sealed will be shrink film wrapped in units of 15 to 100 per wrap. Requirements will be indicated on the individual print order.

PACKING: The method of packing will be indicated for each individual job. All materials used in packing for distribution must be furnished by the contractor, and must be suitable for safe transportation by mail, common carrier, or messenger delivery.

Bulk Shipments: Shipping containers shall not exceed 20.4 kg (45 pounds) when fully packed. Exception: Weight limitations may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered.

Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).

Mailing: Insert single or multiple copies into kraft envelopes. Apply mailing labels when indicated on individual print order.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Affix a label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles or containers. When multiple containers are required to package the same product, they must be identified as 1 of 3, 2 of 3, etc.

Parcels containing books of 24 or more pages, permanently bound (including wire stitching) which are shipped via parcel post must be marked: "Books - Bound" to show nature of contents.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

| <u>Books</u> | | <u>Forms</u> | |
|-----------------------------------|------------------------------------|-----------------------------------|------------------------------------|
| <u>Quantity</u> <u>Ordered</u> | <u>Number of</u> <u>Sublots</u> | <u>Quantity</u> <u>Ordered</u> | <u>Number of</u> <u>Sublots</u> |
| 500 - 3,200 | 50 | 12,000 – 35,000 | 125 |
| 3,201 - 10,000 | 80 | 35,001 and over | 200 |
| 10,000 – 35,000 | 125 | | |
| 35,001 and over | 200 | | |

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address listed under distribution. A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

INSPECTION SAMPLES: One sample of each order must be delivered for inspection to: Document Automation & Production Service, Building 410, Bay J-13, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0788, Attention: Inspection Samples.

This sample can not be deducted from the total quantity ordered. The package or envelope containing the sample shall be identified by the GPO Jacket Number, Program Number, Print Order Number, Title, and must contain a copy of the print order form. The copy is to be delivered at the same time as the first scheduled shipment. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the results only if there are deficiencies.

DISTRIBUTION: Ship f.o.b. contractor's city. Approximately 90% of all copies will require bulk shipments to various locations in Maryland, New Jersey, New York, and Pennsylvania.

The balance will require mailing by the Agency and/or Contractor: Insert single or multiple copies into kraft envelopes. Apply mailing labels if indicated on the individual print order.

The contractor is cautioned that labels containing "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All mailings shall be made at the Standard Mail Rate.

All copies mailed must conform to the appropriate regulations in the U. S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using permit imprint mail, the contractor must complete GPO Form 712 - Certificate of Conformance (Rev.1/85), supplied by GPO and the appropriate mailing statement(s) supplied by U. S. Postal Service.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

The contractor will be responsible for the annual bulk mailing fee and any required advanced deposit to the post office (for business without established postal use history, as the post office may require). The contractor will be reimbursed only for the actual postage cost incurred for the mailings.

The contractor is required to fill in all applicable items on USPS Form 3602-G and submit in duplicate to the entry post office. The post office, after mailing, will return a verified copy of USPS Form 3602-G to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print Order and furnished material must be picked up from Document Automation & Production Service, Building 410, Bay J-13, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0788, Contact - Document Automation Specialist, telephone number (717) 605-4407.

Pickups and deliveries must be made between the hours of 8:00 a.m. and 3:30 p.m. on normal government workdays (i.e., Monday through Friday).

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must deliver proofs within 5 workdays after notification of availability of Government furnished material.

The Government will hold proofs for 2 workdays.

Contractor must make complete production and delivery/shipment to all destinations within 5 workdays after notification to pick up approved proofs with an OK to print.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

All expenses incidental to returning materials and submitting proofs and random copies must be borne by the contractor.

RETURN OF GOVERNMENT FURNISHED MATERIAL: Upon completion of each order, the contractor must return all Government furnished materials along with any material made by the contractor to the Mechanicsburg, PA address noted under Schedule.

These materials must be packaged securely and in such a way as to preclude damage. They are to be returned separately from the entire order via Registered Mail or any other traceable means. The contractor must be able to produce a separate receipt for these materials at any time during the contract.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during this period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.

| | |
|-----|-------|
| (a) | 156 |
| (b) | 40 |
| (c) | 40 |
| (d) | 220 |
| (e) | 30 |
| (f) | 180 |
| (g) | 120 |
| (h) | 30 |
| (i) | 1,232 |
| (j) | 40 |

II.

| | (1) | (2) | (3) | (4) |
|-----|-----|-----|-------|-------|
| (a) | 8 | 2 | 176 | 44 |
| (b) | 2 | 2 | 44 | 44 |
| (c) | 168 | 40 | 3,696 | 880 |
| (d) | 248 | 64 | 5,456 | 1,408 |
| (e) | 0 | 1 | 0 | 22 |
| (f) | 0 | 1 | 0 | 22 |
| (g) | 0 | 1 | 0 | 22 |
| (h) | 200 | 56 | 4,400 | 1,232 |

| | (1) | (2) | (3) | (4) | (5) | (6) |
|-----|-----|-----|-----|-----|-----|-----|
| (i) | 27 | 2 | 1 | 378 | 28 | 14 |
| (j) | 1 | 0 | 0 | 28 | 0 | 0 |
| (k) | 27 | 2 | 1 | 378 | 28 | 14 |

III.

| | (1) | (2) | (3) | (4) | (5) |
|-----|-------|-----|-----|-----|-----|
| (a) | 3,660 | 916 | 0 | 0 | 0 |
| (b) | 0 | 0 | 364 | 14 | 0 |
| (c) | 46 | 12 | 42 | 14 | 14 |
| (d) | 280 | 86 | 0 | 0 | 0 |
| (e) | 36 | 12 | 28 | 0 | 14 |
| (f) | 36 | 12 | 0 | 0 | 0 |
| (g) | 0 | 0 | 0 | 0 | 0 |

IV.

| | |
|-----|-------|
| (a) | 3,040 |
| (b) | 0 |
| (c) | 840 |
| (d) | 0 |
| (e) | 22 |

V.

| | |
|------|-----|
| 1(a) | 184 |
| (b) | 12 |
| 2(a) | 8 |
| (b) | 420 |
| (c) | 56 |
| (d) | 20 |
| (e) | 10 |

INTENTIONAL BLANK

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" under books and pamphlets shall be for any trim size, up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.-Specifications. Bid for each "Format" under brochures shall be for the trim size listed.

Fractional parts of 100 will be prorated at the per 100 rate.

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified no more than three blank pages shall be permitted at the end of the text.

All 4-page folded pamphlets will be charged under Item II. (c) (d).

Initials

I. FILM: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered shall include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

(a) Trim/Page Size Unit produced from camera copy.....per page.....\$_____

Solid lines and/or reverse lines within a halftone shall be charged as a combination line and halftone illustration. Contractor will not be allowed to charge for a combination line and halftone when trapping illustration within keylines.

If a halftone, whether set or scanned, traps within keyline, contractor will be allowed an additional charge under line item (d).

(b) Line.....per illustration.....\$_____

(c) Combination line and halftone.....per illustration.....\$_____

(d) Square-finish halftone.....per illustration.....\$_____

(e) Trapping halftones within keyline rules.....per illustration.....\$_____

Four-color Process Films of Illustrations:

(f) Over 16 129 (25) to 32 258 mm² (50 sq. in.)
image.....per set.....\$_____

(g) Over 32 358 (50) to 64 516 mm² (100 sq. in.)
image.....per set.....\$_____

(h) Each additional 645 mm² (one sq. in.) over
64 516 mm² (100 sq. in.).....per set.....\$_____

The price offered is for a complete set of four-color process films in the image size indicated.

Electronic Prepress:

(i) Trim/Page Size Unit produced from electronic file.....per page.....\$_____

(j) Systems Timework.....per hour.....\$_____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (h).

Initials

II. PRINTING AND BINDING: The prices offered shall include the cost of all required materials, and operations necessary for the production and be all-inclusive for proofing, printing, binding.

BOOKS AND PAMPHLETS:

| | <u>Makeready</u> <u>and/or Setup</u> <u>(Formats)</u> | | <u>Running Per</u> <u>100 Copies</u> <u>(Formats)</u> | |
|------------------------------------|-------------------------------------------------------------|---------|-------------------------------------------------------------|---------|
| | A | B | A | B |
| | (1) | (2) | (3) | (4) |
| Complete Wraparound Cover | | | | |
| (a) Printing 4-Color Process..... | \$_____ | \$_____ | \$_____ | \$_____ |
| (b) Printing in an Additional | | | | |
| Flat Color of Ink..... | \$_____ | \$_____ | \$_____ | \$_____ |
| Per Single Text Page-Saddle Stitch | | | | |
| (c) Printing 4-Color Process..... | \$_____ | \$_____ | \$_____ | \$_____ |
| (d) Printing in black or | | | | |
| one ink color..... | \$_____ | \$_____ | \$_____ | \$_____ |
| Per Signature with Gate Fold | | | | |
| (e) Printing 4-Color Process..... | \$_____ | \$_____ | \$_____ | \$_____ |
| (f) Printing in an Additional | | | | |
| Flat Color of Ink..... | \$_____ | \$_____ | \$_____ | \$_____ |
| Response Cards | | | | |
| Complete Product | | | | |
| (g) Black ink on both sides..... | \$_____ | \$_____ | \$_____ | \$_____ |
| Coating (Varnish or UV Clear) | | | | |
| (h) Price per page (text or | | | | |
| cover pages)..... | \$_____ | \$_____ | \$_____ | \$_____ |

Initials

BROCHURES:

| | <u>Makeready and/or Setup (Formats)</u> | | | <u>Running Per 100 Copies (Formats)</u> | | |
|----------------------------------------|-------------------------------------------------|---------|---------|-------------------------------------------------|---------|---------|
| | A | B | C | A | B | C |
| | (1) | (2) | (3) | (4) | (5) | (6) |
| Per Brochure | | | | | | |
| (i) Printing 4-color Process..... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| (j) Printing in an additional | | | | | | |
| Flat color of ink..... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| (k) Coating (Varnish or UV Clear)..... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page size leaf.

Brochures – Each trim page size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Per 100 leaves

| | <u>Books and Pamphlets</u> | | <u>Brochures</u> | | |
|-------------------------------------------------------------------|----------------------------|-----------------|------------------|-----------------|-----------------|
| | <u>Format A</u> | <u>Format B</u> | <u>Format A</u> | <u>Format B</u> | <u>Format C</u> |
| | (1) | (2) | (3) | (4) | (5) |
| (a) White Offset Book (90 g/m ² (60-lb.))..... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| \$_____ | | | | | |
| (b) White No. 1 Coated Text (Gloss Finish) | | | | | |
| (105 g/m ² (70-lb.))..... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| \$_____ | | | | | |
| (c) White No. 1 Coated Text (Gloss Finish) | | | | | |
| (120 g/m ² (80-lb.))..... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| \$_____ | | | | | |
| (d) White No. 1 Coated Cover (Gloss Finish) | | | | | |
| (215 g/m ² (80-lb.))..... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| \$_____ | | | | | |
| (e) White No. 1 Coated Cover (Gloss Finish) | | | | | |
| (270 g/m ² (100-lb.))..... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| \$_____ | | | | | |
| (f) White Vellum-Finish Cover (175 g/m ² (65-lb.)).... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| \$_____ | | | | | |
| (g) White Vellum-Finish Cover (215 g/m ² (80-lb.)).... | \$_____ | \$_____ | \$_____ | \$_____ | \$_____ |
| \$_____ | | | | | |

Initials

IV. ADDITIONAL OPERATIONS:

- (a) Shrink Film Wrapping.....per package.....\$_____
- (b) Perforating (slit or slot) of fold.....per 100 leaves.....\$_____
- (c) Scoring on folds.....per 100 leaves.....\$_____
- (d) Additional folding (products
16 pages or less).....per 100 copies.....\$_____
- (e) Seal-O-Matic or similar sealing.....per 100 copies.....\$_____

V. PACKING:

1. Bulk shipments (other than by mail):

- (a) Packing and sealing shipping
containers.....per container.....\$_____
- (b) Palletizing.....per pallet.....\$_____

2. Mailing:

- (a) Affixing furnished labels on
mailed copies.....per 100 labels.....\$_____
- (b) Single copy in kraft envelope
(up to 200 leaves).....per envelope.....\$_____
- (c) Multiple copies in kraft envelope
(up to 200 leaves)..per envelope.....\$_____
- (d) Single or multiple copies over 200 leaves,
up to 5.4 kg (12 lbs.), in cushioned shipping bags,
or wrapped in shipping bundles (maximum
gross weight 6.3 kg (14 lbs.)).....per bag or bundle.....\$_____
- (e) Quantities over 5.4 kg (12 lbs.), up to 16.3 kg
(36 lbs.), packed in shipping containers (maximum
gross weight 18.1 kg (40 lbs.))
.....per container.....\$_____

Initials

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit along with completed and signed copies of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. **NOTE:** The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

NOTE: BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET MUST ACCESS THE GPO FORM 910 "BID" FROM THE GPO WEBSITE ADDRESS www.access.gpo.gov/procurement/bids910.pdf AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED BY THESE SPECIFICATIONS.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JANUARY 1997)

(a) If the Government receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423) (the Act), as amended by section 4304 of the 1996 National Defense Authorization Act for Fiscal Year 1996 (Pub. L. 104-106), the Government may--

(1) Cancel the solicitation, if the contract has not yet been awarded or issued; or

(2) Rescind the contract with respect to which-

(i) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27 (a) or (b) of the Act for the purpose of either-

(A) Exchanging the information covered by such subsections for anything of value; or

(B) Obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or

(ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsections 27 (e) (1) of the Act.

(b) If the Government rescinds the contract under paragraph (a) of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.

(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JANUARY 1997)

(a) The Government, at its election, may reduce the price of a fixed-price-type contract and the total cost and fee under a cost-type contract by the amount of profit or fee determined as set forth in paragraph (b) of this clause if the head of the contracting activity or designee determines that there was a violation of subsection 27(a), (b), or (c) of the Office of Federal Procurement Policy Act as amended (41 U.S.C. 423), as implemented in section 3.104 of the Federal Acquisition Regulation.

(b) The price or fee reduction referred to in paragraph (a) of this clause shall be--

(1) For cost-plus-fixed-fee contracts, the amount of the fee specified in the contract at the time of award;

(2) For cost-plus-incentive-fee contracts, the target fee specified in the contract at the time of award, notwithstanding any minimum fee or "fee floor" specified in the contract;

(3) For cost-plus-award-fee contracts--

(i) The base fee established in the contract at the time of contract award;

(ii) If no base fee is specified in the contract, 30 percent of the amount of each award fee otherwise payable to the Contractor for each award fee evaluation period or at each award fee determination point.

(4) For fixed-price-incentive contracts, the Government may--

(i) Reduce the contract target price and contract target profit both by an amount equal to the initial target profit specified in the contract at the time of contract award;

(ii) If an immediate adjustment to the contract target price and contract target profit would have a significant adverse impact on the incentive price revision relationship under the contract, or adversely affect the contract financing provisions, the Contracting Officer may defer such adjustment until establishment of the total final price of the contract. The total final price established in accordance with the incentive price revision provisions of the contract shall be reduced by an amount equal to the initial target profit specified in the contract at the time of contract award and such reduced price shall be the total final contract price.

(5) For firm-fixed-price contracts, by 10 percent of the initial contract price or a profit amount determined by the Contracting Officer from records or documents in existence prior to the date of the contract award.

(c) The Government may, at its election, reduce a prime contractor's price or fee in accordance with the procedures of paragraph (b) of this clause for violations of the Act by its subcontractors by an amount not to exceed the amount of profit or fee reflected in the subcontract at the time the subcontract was first definitively priced.

(d) In addition to the remedies in paragraphs (a) and (c) of this clause, the Government may terminate this contract for default. The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law or under this contract.

ATTACHMENT NO. 1

GPO Form 905
(R 3-90) P. 57762-6

LABELING AND MARKING SPECIFICATIONS

INNER PACKAGES: Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

SHIPPING CONTAINERS: Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least ¼ " high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

SHIPPING BUNDLES: The information required in the facsimile below must appear in a convenient location on each shipping bundle.

MAILED SHIPMENTS: The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

CAUTION: Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

| | | | |
|-------------------------------------|--------------------|------------------------------------------------|--|
| FROM | | FOR USPS DELIVERY APPLY POSTAGE | |
| DEPT. | STOCK NO. | | |
| DEPT. REQUISITION NO. | CONTROL NO. | | |
| GPO JACKET NO. | SUB. ID NO. | | |
| GPO ORDER NO. | TITLE | | |
| PROGRAM/PRINT ORDER NO. | TO | | |
| FORM OR PUBLICATION NO./DATE | | | |
| QUANTITY PER CONTAINER | | | |
| PACKAGES PER CONTAINER | | | |
| _____ PKGS. OF _____ | | | |

Sample Bid Envelope

In order to ensure proper processing of all bids, the
Following information is required on all bid envelopes.

Program: 2201-S

From: _____

Address: _____

Apply
Postage

Check Appropriate:

☐ Bid Enclosed

☐ No Bid

U. S GOVERNMENT PRINTING OFFICE
928 JAYMORE ROAD, SUITE A-190
SOUTHAMPTON, PA 18966-3820

Bids will be received
Until June 26, 2003
At 2:00 p.m., EST.